



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE  
101 FULLER ROAD SUITE 221  
MERIDIAN MS 39309-5404

TRARONNINEINST 3740.2J  
N5  
17 Sep 12

### TRARON NINE INSTRUCTION 3740.2J

From: Commanding Officer, Training Squadron NINE

Subj: SECTION/DIVISION LEADER QUALIFICATION

Ref: (a) OPNAVINST 3710.7U  
(b) CNATRAININST 3710.13F (Par 101c (4))  
(c) COMTRAWINGONEINST 3710.13J (Par 5c (9))

Encl: (1) Section/Division Leader Designation Letter  
(2) Section Leader Designation Requirements Worksheet  
(3) Division Leader Designation Requirements Worksheet

1. Purpose. To provide guidelines for the selection and designation of qualified Section/Division Leaders in accordance with reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONNINEINST 3740.2H

3. Discussion. This instruction provides guidelines for squadron pilots to be trained and evaluated for Section or Division Leader qualification according to demonstrated ability, knowledge and judgment.

4. Requirements.

a. These guidelines are considered to be the minimum necessary for qualification. Reductions/waivers to these requirements will be considered commensurate with individual instructor pilot experience. Formation leader designations will be made by the Commanding Officer (CO). Previously fleet – qualified Instructor Pilots (IPs) will retain their flight lead qualification at the discretion of the CO.

b. Instructors who are Section and Division lead qualified will be listed on the Instructor Qualification Matrix Report and designated ("D") in the Training Integrated Management System (TIMS). A copy of the designation letter will be placed in the Instructor's Naval Air Training and Operating Procedures Standardization (NATOPS) Jacket and Training Jacket.

c. The completed Section/Division Lead requirements worksheet, enclosures (2) and (3), will be kept in the Instructor's Training Jacket (ITJ).

d. Aircrew without a Section Lead designation but qualified to instruct in a two-plane stage may lead a section if previously approved by the CO, and monitored by a designated section or division lead in the flight.

e. In order to brief and lead a division without a Division Lead designation, stage qualified aircrew must be a designated Section Lead and both the brief and the flight must be observed by and flown with a qualified Division Lead in the cockpit.

f. Instructor Under Training (IUT) flight time may be counted toward T-45C Instructor flight hour requirements. However, IUT events do not count as Section and Division Lead work-up events.

g. The CO or Executive Officer (XO) will observe a lead event from the wing position prior to designation if previously undesignated.

h. Requirements for Section/Division Lead designation are broken down into the following “categories” based on the prospective Formation Lead’s prior fleet and/or training command experience, qualifications, and flight time. Prospective Section and Division Leaders must satisfy the following requirements within the category corresponding with their flight experience:

**Category I:** Fleet experienced IPs in other than tactical jet, to include E-2/C-2, Jet Transition Syllabus Instructors (P-3, E-6)

**Category II:** IPs with Fleet Tactical Jet experience or T-45C Instructor experience who were not previously designated as a Section Lead

**Category III:** IPs with Fleet Tactical Jet experience or T-45C Instructor experience, previously designated as a Section Lead, but not a Division Lead

**Category IV:** IPs with Fleet Tactical Jet experience or T-45C Instructor experience, previously designated as a Division Lead

**SERGRAD:** Selectively Retained Graduates (SERGRADs)

#### **Section Leader:**

	Category IV	Category III	Category II	Category I	SERGRAD
Completion of Form IUT	Yes	Yes	Yes	Yes	Yes
Total Flight Time required	-	-	400	400	400
Minimum Time in type since reporting aboard	-	-	50	150	150
# of Day Instructional Section Flights required (in backseat, with a student)	-	-	10	15	15

	Category IV	Category III	Category II	Category I	SERGRAD
# of Cruise Forms flights (in backseat, with a student)	-	-	5	5	10
# of Observe Day Cruise Form from lead aircraft's rear c/p	-	-	1	3	3
# of Lead Cruise Form with "S" in same jet	-	-	1	1	1
# of Cruise Form Leads	1	1	3	5	5
NFORM Q	-	-	Yes	Yes	Yes
# of Night Form instructional flights required (in backseat, with a student)	-	-	3	3	3
# of Observe Night Form from lead aircraft's rear c/p	-	-	1	1	3
# of Night Form Leads w/designation lead in flight	-	-	2	2	2
# of Lead Night Form with "S" in same jet	-	-	1	1	1
Lead event for CO/XO	-	-	1	1	1

**Division Leader:**

	Category IV	Category III	Category II	Category I	SERGRAD
Completion of Form IUT	Yes	Yes	Yes	Yes	N/A
Designation as a Section Lead	Yes	Yes	Yes	Yes	N/A
Total Flight Time required	-	400	400	400	N/A
Minimum Time in type since reporting aboard	-	150	150	200	N/A
# of Day Instructional Division Flights required (in backseat, with a student)	-	5	5	5	N/A
# of Observe Division flight from lead aircraft's rear c/p	-	1	1	1	N/A
# of Lead Division with "S" in jet	-	1	1	1	N/A
# of Lead Division with designated lead in flight	-	3	3	5	N/A
Lead event for CO/XO	-	1	1	1	-

\*Notes: All prospective leads must have demonstrated professional knowledge of all formation phases with special emphasis on emergency procedures and contingencies. Specifically, in-flight judgment and thorough knowledge of aircraft systems, course rules, formation emergency procedures, potential problem areas, and the ability to make timely decisions is required. The CO must have confidence that the prospective section or division leader has the ability to coach a solo student through an emergency to a safe recovery.

SERGRADs shall not receive Division Lead designations. Although, designation of SERGRADs as Section Leads is generally discouraged due to the short duration of SERGRAD tours and relative lack of experience, individual exceptions may be made by the CO.

5. Request for Designation. Recommendation for designation as a Section or Division Leader will be initiated through the Formation Training (TRNG) Officer. Recommendations will be made using a format shown in enclosure (1). The qualification process will proceed as follows:

- a. Formation TRNG Officer – will check training jackets and log books for completeness and ensure completion of all requirements.
- b. TRNG Officer – Recommends approval or disapproval to XO.
- c. Commanding Officer – final approval/disapproval.
- d. NATOPS/TRNG Officer – Inserts Section/Division Leader qualification letter into applicant's NATOPS jacket and instructor Aviation Training Jacket (ATJ); updates squadron Flight Instructor TRNG matrix.



G. V. KRAUSE

Distribution:  
TRARONNINEINST 5216.1E  
List I

TRARONNINEINST 3740.2J  
12 Sep 12

To: Commanding Officer, Training Squadron NINE  
Via: (1) Training Officer, Training Squadron NINE

Subj: DESIGNATION AS SECTION/DIVISION LEADER

1. \_\_\_\_\_ is recommended for **Section Lead/Division Lead** qual and has flown \_\_\_\_\_ instructional **Section/Division** flights, \_\_\_\_\_ **Section/Division** flight leads, and has \_\_\_\_\_ hours in the T-45C and \_\_\_\_\_ total flight time. He/She was/was not previously designated in the fleet.

\_\_\_\_\_  
Formation Training Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Forwarded recommending approval/disapproval

From: Commanding Officer, Training Squadron NINE  
To: NATOPS OFFICER, Training Squadron NINE

1. \_\_\_\_\_ is designated \_\_\_\_\_ as recommended.

\_\_\_\_\_  
Commanding Officer

\_\_\_\_\_  
Date

Copy to:  
TRNG  
ADMIN (ITJ)  
NATOPS

Enclosure (1)

**SECTION LEADER DESIGNATION REQUIREMENTS WORKSHEET**

(All applicants must complete the requirements for the categories up to and including their own)

Name/rank: \_\_\_\_\_ Category (circle one): SERGRAD, I, II, III, IV

Total Pilot Time: \_\_\_\_\_ hours

Total Pilot Time since reporting aboard VT-9: \_\_\_\_\_ hours

**Backseat, day two-plane formation instructional flights:**

SERGRAD only	_____	_____	_____	_____	_____
	(Cruise)	(Cruise)	(Cruise)	(Cruise)	(Cruise)
Cat I, II, SERGRAD	_____	_____	_____	_____	_____
	(Cruise)	(Cruise)	(Cruise)	(Cruise)	(Cruise)
Cat I, II, SERGRAD	_____	_____	_____	_____	_____
Cat I only	_____	_____	_____	_____	_____

**Cruise Formation observe-lead** (Cat I, II, SERGRAD): \_\_\_\_\_

**Cruise Formation lead flights** (Cat I, II, SERGRAD):

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Cruise Formation Flight Lead Stan Check with "S" in same aircraft** (Cat I, II, SERGRAD):

\_\_\_\_\_, "S" IP \_\_\_\_\_

**3 backseat night formation instructional flights** (Cat I, II, SERGRAD):

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**One NFORM observe-lead** (Cat I, II, SERGRAD) \_\_\_\_\_

**One NFORM lead with designed lead in flight** (Cat I, II, SERGRAD):

\_\_\_\_\_, \_\_\_\_\_

**One NFORM Flight Lead Stan Check with "S" in same aircraft** (Cat I, II, SERGRAD):

\_\_\_\_\_, "S" IP \_\_\_\_\_

**DIVISION LEADER DESIGNATION REQUIREMENTS WORKSHEET:**

(All applicants must complete the requirements for the categories up to and including their own)

Name/rank: \_\_\_\_\_ Category (circle one): I, II, III, IV

Total Pilot Time: \_\_\_\_\_ hours.

Total Pilot Time since reporting aboard VT-9: \_\_\_\_\_ hours.

Designation as a section lead: \_\_\_\_\_

**5 backseat division formation instructional flights (Cat I-III):**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Division Formation observe-lead:** \_\_\_\_\_

(Cat I-III only)

**Division Lead flights with designated Lead in flight.**

Cat I-III: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Cat I (add'l): \_\_\_\_\_, \_\_\_\_\_

**Division formation Flight Lead Stan Check with "S" in same aircraft (Cat I-III):**

\_\_\_\_\_, \_\_\_\_\_  
(date) ('S' IP)